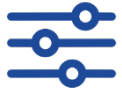




# Workday Quick Guide: UBCO Journal Transactions in Workday

Two types of journal transactions in Workday (Known as Journal Vouchers in FMS)

- **Accounting Adjustment**



Accounting Adjustments are used for **corrections to Worktags** for **Supplier Invoice** and **Expense Report** transactions that have already been **Posted** and **Paid**.

- **Accounting Journal**



Accounting Journals are created for **manual adjustments** that are **not available via Workday operational transactions** e.g. corrections involving splits, corrections to customer invoices and intra or inter fund transfers.

Question	Answer
<ul style="list-style-type: none"> <li>• Who is responsible for creating an Accounting Adjustment or Accounting Journal request in Workday?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Cost Centre Accountant</b></li> </ul>
<ul style="list-style-type: none"> <li>• Who is responsible for approving an Accounting request Adjustment and Accounting Journal in Workday?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Organizational worktag managers:</b> Program Manager, Grant Manager, Project Manager, Gift Manager, Gift Initiative Manager or Cost Center Manager</li> </ul>
<ul style="list-style-type: none"> <li>• How do I create a request if I do not have a “Cost Centre Accountant” security role?</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the request form <a href="#">Here</a> and email completed form to the <a href="mailto:ubco.accountspayable@ubc.ca">ubco.accountspayable@ubc.ca</a> for processing</li> </ul>
<ul style="list-style-type: none"> <li>• How do I look up a supplier invoice or expense report for an accounting adjustment?</li> </ul>	<ul style="list-style-type: none"> <li>• Enter “<b>Find Supplier Invoices</b>” or “<b>Find Expense Report</b>” in the search bar in Workday</li> <li>• Select the “Find Supplier Invoices report” or the “Find Supplier Invoices by Organization report” or select the “Find Expense Report Lines by Organization”.</li> <li>• Enter search criteria in the report filters to narrow down the search.</li> <li>• Click <b>OK</b></li> <li>• <b>Job Aid:</b> <a href="#">FIN104-08</a></li> </ul>
<ul style="list-style-type: none"> <li>• What supporting documentation should I submit with the request form?</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting Journal requests should include:</li> <li>• Invoice being corrected for split and reason for correction</li> <li>• Any supporting calculations</li> </ul>